



User Guide

Create an Internal Training or Development Activity Enrolment Request

Brief Document Description

Overview

The University offers a variety of [development programs, workshops and online learning options](#) for staff through a number of internal providers, most of which are at no cost to the individual or element.

As part of a staff member's professional development and performance review process, staff or managers may identify internal or external training course/activities that staff could undertake for professional development and that assist in meeting workplace demands.

This User Guide steps staff through applying/enrolling in internal training or development activities which are offered by Elements including HRM, Learning Futures, Student Administration and the Higher Degrees Research Student Centre.

Other Resources

The User Guide **"Accessing My Staff Page"** or **"Accessing My Staff Page Managers"** provides instruction on what information is contained under these pages.

The User Guide **"Create an External Training or Development Request"** provides instruction on how to apply for external development activities such as conferences or public training workshops.

User Guide for Managers and Supervisor provides instruction on how to **"View your Teams Training Summary."**

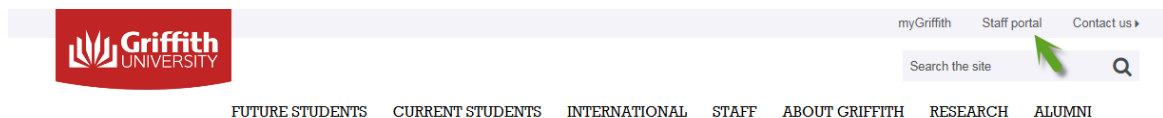
General Staff who are considering undertaking formal educational programs should view the General Staff Education Assistance Scheme in the Policy Library.

Steps

Step 1	Sign on to the Griffith Staff Portal to “My Staff Page”
Step 2	Navigate to the Training Tile
Step 3	Create a training request or enrol in a course/development activity
Step 4	Search for a Course
Step 5	View Course Description
Step 6	View Available Sessions for the course
Step 7	Waitlist option when a course is full
Step 8	Enrolling in a Course
Step 9	My Training Summary
Step 10	Confirmation and Reminders – emails or Gmail calendar
Step 11	Cancellation of Enrolment
Step 12	Recording My Special Diet requirements
Step 13	Course completion and feedback
	Further Support

Step 1 - Sign on to Griffith Staff Portal

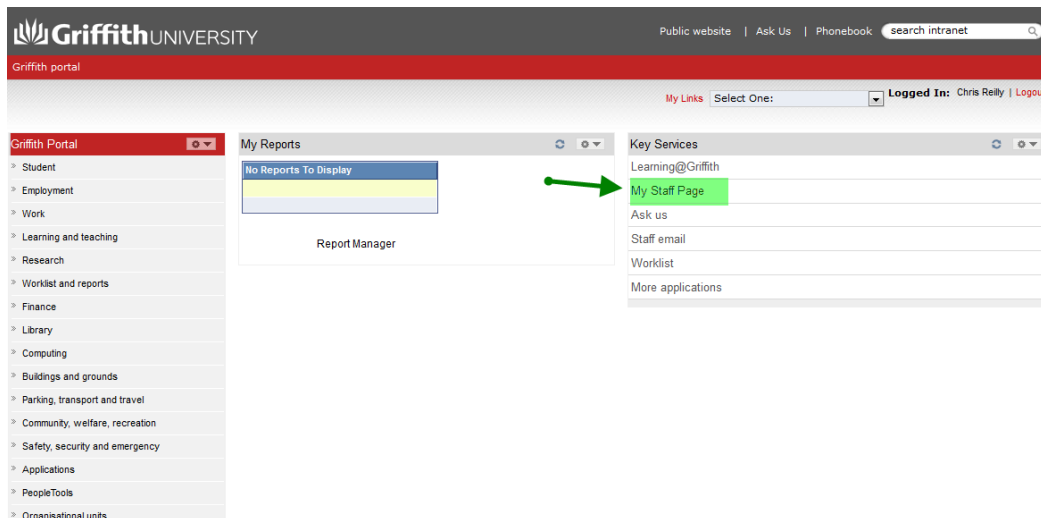
Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password

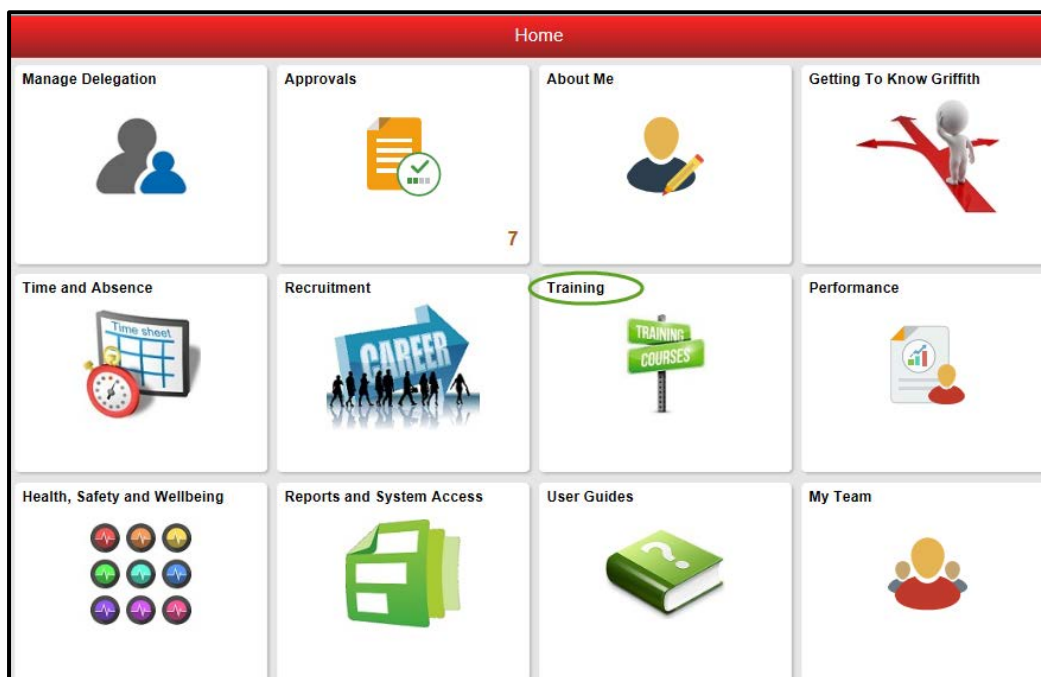
Portal View

Navigate to the Key Service Menu on the top right of your screen and choose ***“My Staff Page”***.



Step 2 - Navigate to the Training Menu

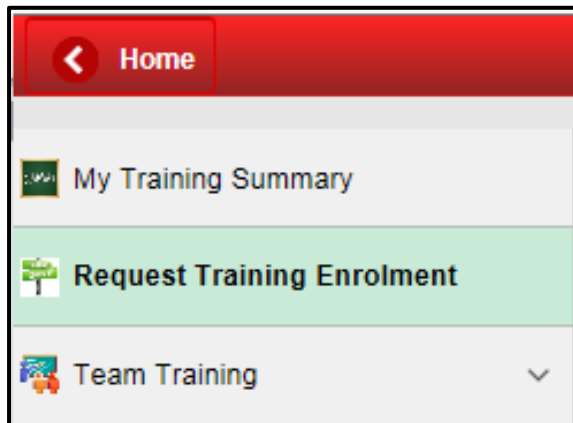
Once on the Home Screen, select the **“Training”** tile.



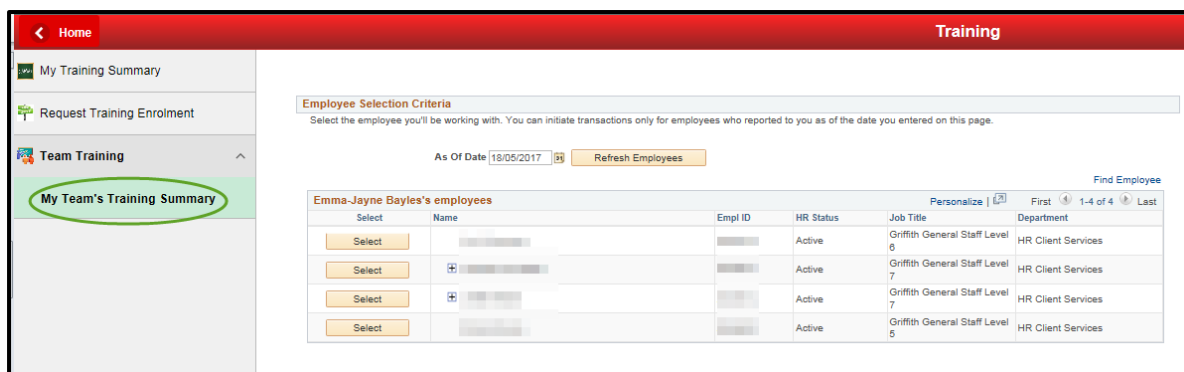
The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

Left hand menu – lists all the menu items under each main heading. **The right hand screen** – provides functionalities of the menu item chosen on the left hand screen.

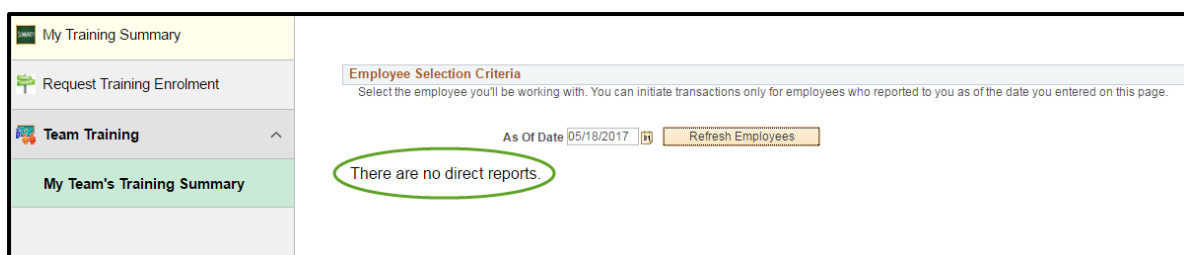
All staff will have 3 tiles display: My Training Summary, Request Training Enrolment, and Team Training.



Managers/Supervisors who have employees (including casual employees) reporting to them will be able to view a list of employees that report to them.



Staff who have no employees reporting to them will see the following screen:



Step 3 - Create a training request



On the Training home page, choose 'Request Training Enrolment' menu on the left hand side of the screen.

NOTE:

For Staff with multiple Active Job Records.

Staff who hold multiple active job records will need to select the job record that relates to this training with the correct supervisor before proceeding to search for a course.

Select correct job record and hit continue.

Select Job

Debra Machen

Currently, you hold multiple jobs - Please select the job for this transaction.

Multiple Jobs

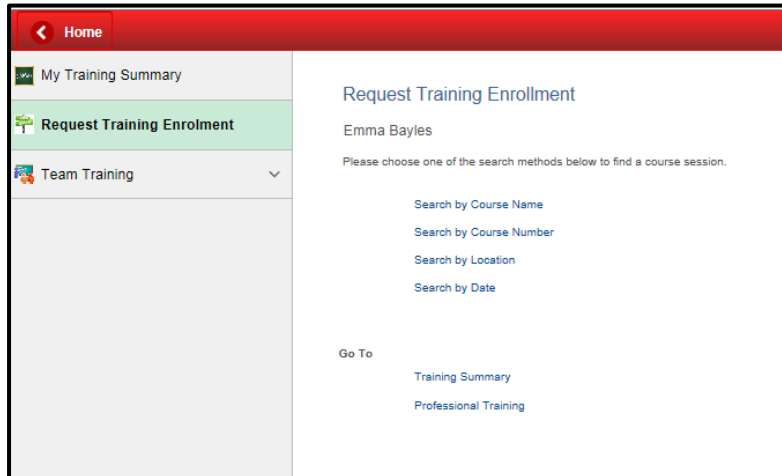
	Job Title	Department	Supervisor Name	Empl Record	Job Status
<input type="radio"/>	Sessional	Dept Empl Rel & Human Resource	Mohan Thite	6	Active
<input type="radio"/>	Sessional	Dept Empl Rel & Human Resource	Mohan Thite	4	Active
<input type="radio"/>	Casual	Business Systems Services	Dean Theofanes	8	Active
<input checked="" type="radio"/>	Info Tech Professional Level	Business Systems Services	Dean Theofanes		Active
<input type="radio"/>	Casual	Business Systems Services	Dean Theofanes	7	Active

Continue

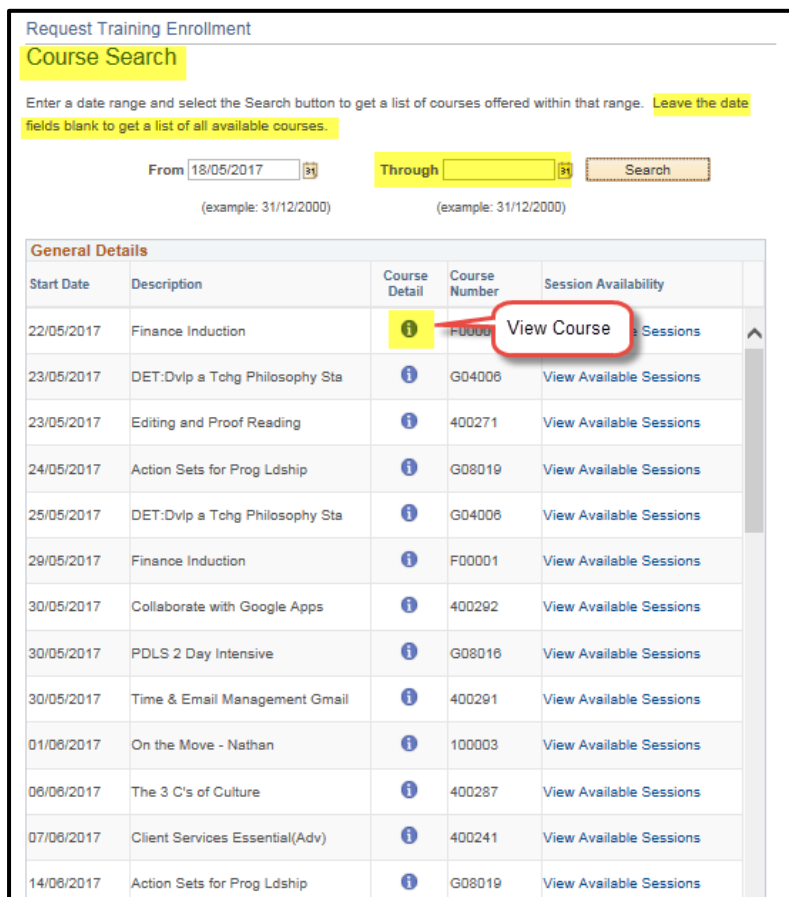
Step 4 - Search for a course

Searching Method

There are several ways you can search for a course. If you are unsure of the correct course name, code or location the easiest option is to **Search by Date** to view all current training courses.



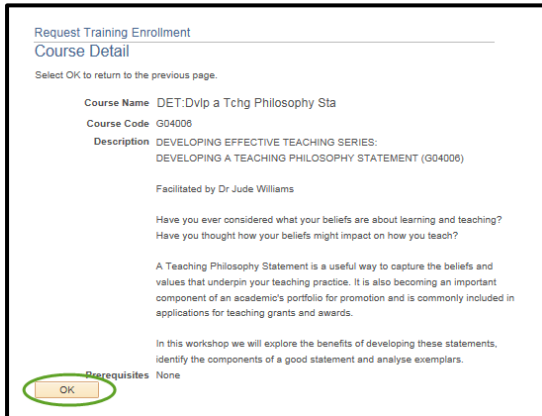
Once the search is performed the following screen is displayed



Step 5 -View the Course Description

View a course description by clicking on the  icon which appears under the Course Detail column.

Click OK when you want to return to the Course Search screen.



Request Training Enrollment
Course Detail

Select OK to return to the previous page.

Course Name DET:Dvlp a Tchg Philosophy Sta
Course Code G04006
Description DEVELOPING EFFECTIVE TEACHING SERIES:
DEVELOPING A TEACHING PHILOSOPHY STATEMENT (G04006)

Facilitated by Dr Jude Williams

Have you ever considered what your beliefs are about learning and teaching?
Have you thought how your beliefs might impact on how you teach?

A Teaching Philosophy Statement is a useful way to capture the beliefs and values that underpin your teaching practice. It is also becoming an important component of an academic's portfolio for promotion and is commonly included in applications for teaching grants and awards.

In this workshop we will explore the benefits of developing these statements, identify the components of a good statement and analyse exemplars.

Prerequisites None

OK

Note: Prerequisite requirements for a course i.e. you need to complete another course prior to enrolling in this course this information will display under Prerequisites.

For example: Applied First Aid Training courses 700001 and CPR 700023 have a Prerequisite requirement of being on the First Aid Register (Course FSTAD). Unless you are recorded as having completed this course requirement you will not be able to enrol in those courses.

An example of this prerequisite requirement can be found highlighted on the below example.



Course Content

Apply First Aid Certificate

- * Perform CPR
- * Occupational Health and Safety Legal Issues
- * Documentation
- * Systematic Approach
- * Wound, Infection Control, Wounds, Bleeding
- * Blood Loss Shock
- * Envenomation, Poisoning, Substance misuse
- * Asthma, Diabetes, Epilepsy
- * Fractures, Soft Tissue Injuries
- * Spinal Injuries, Head Injuries
- * Burns, Hypothermia, Hypothermia
- * First Aid Limitations and Support

Facilitator

Paul Morris, PM Safety Training group

<<Catalogue>>

Morning Tea, a light lunch and afternoon tea will be provided

<<Cancel my enrolment>>

If you cannot attend or no longer require a place in this course, please email us with this advice to: firstaidtraining@griffith.edu.au

To cater for other staff who wish to attend this workshop please provide advance notice (2 working days) of cancellation if your booking.

Prerequisite Courses

Prerequisite Course Code	Description
FSTAD	Pre-Reg First Aid Training

OK

Print a copy of the course description using the web browser.

Choose File and Print Preview, Print.

Remember: Click 'OK' when you want to return to the Course Search screen.

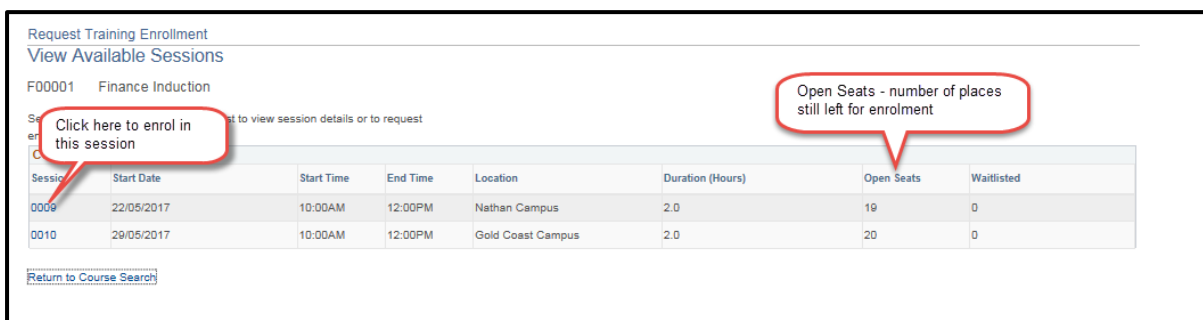
Step 6 - View Sessions available

Choosing 'view sessions available' this will display all the available dates for that course.

The example below shows the session available 0009 for course F00001 'Finance Induction'. Using this example we can see details of the course offering.

The course details are:

- Two available sessions. They are listed as 0009 & 0010.
- location is at Nathan and Gold Coast campuses
- course duration is 2 hrs
- Seats open are 19 (Nathan Campus) and 20 (Gold Coast Campus)
- No staff are waitlisted at this stage. Staff will automatically be waitlisted when all seats are taken (indicated by a "0").



Request Training Enrollment
View Available Sessions

F00001 Finance Induction

Click here to enrol in this session

Open Seats - number of places still left for enrolment

Session	Start Date	Start Time	End Time	Location	Duration (Hours)	Open Seats	Waitlisted
0009	22/05/2017	10:00AM	12:00PM	Nathan Campus	2.0	19	0
0010	29/05/2017	10:00AM	12:00PM	Gold Coast Campus	2.0	20	0

[Return to Course Search](#)

Step 7 - Waitlist Option - When a course is full

Open seats refers to the number of places available at this time. When **0 Open Seats** is showing this means the course is currently full.

I would like to waitlist for this course.

You can still enrol in courses that are full (i.e. 0 open seats). You will automatically be waitlisted for that course.

You will receive an email confirming you have been '**waitlisted**' for this course. This will also display in your My Training Summary tile.

If a seat becomes available you will be contacted by the Training Administrator to check if you still wish to enrol in that course and update your waitlisted status to Enrolled.

Prerequisite Message: This message displays when there is a need to complete a requirement prior to enrolling in this course. This will display in the Course Detail page (See Step 5 – View Course Description)

Request Training Enrollment

Prerequisites Not Met

There are prerequisites for this course. You must have either completed the prerequisite(s) or have enrolled in the prerequisite course(s) before you can enroll in this course session. If you are enrolling in the prerequisite courses, the sessions you enroll in must complete before the start of this course session.

Prerequisites	Prerequisite Courses
	FSTAID Pre-Req First Aid Training

OK

Step 8 - Enrolling in a Course

Confirm the Course location, date, and time is correct.

Click Continue.

Request Training Enrollment

Session Detail

Emma Bayles

Select the Continue button to submit your training request.

Course G04006 Session 0002

Start Date 25/05/2017 Duration (Hours) 3.0

Location Gold Coast Campus

Language

Prerequisite Courses					
None					

Session Schedule					
Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Thursday	25/05/2017	25/05/2017	9:30AM	12:30PM	Gold Coast Campus

☒ If this session is full, place me on the waiting list.

Continue

[Return to Course Search](#)

Review the course details to ensure the intended session has been selected and is displayed.

Note: Do not use the comments box and leave it blank

Click 'Submit' to request attendance at this course.

Submit Request

Enter comments (optional) and select Submit button on the page to complete your request.

Course Session Details

Course	G04006	DET:Dvlp a Tchg Philosophy Sta
Session	0002	
Course Start Date	25/05/2017	
Start Time	9:30AM	End Time 12:30PM
Duration (Hours)	3.0	
Location	Gold Coast Campus	
Language		

Emma Bayles

Employee ID	0552433
Comments	*****DO NOT USE THE COMMENTS BOX*****

Submit

[Return to View Available Sessions](#)

A screen will display confirming that your request has been submitted.

Click 'OK' to acknowledge and close this screen.

Request Training Enrollment

Save Confirmation

✓ The Save was successful.

OK

Confirmation of Course Session Details appear.

Submit Request - Confirmation

Your request was submitted.

Course Session Details

Course G04006 DET:Dvlp a Tchg Philosophy Sta
Session 0002
Course Start Date 05/25/2017
Start Time 9:30AM End Time 12:30PM
Duration (Hours) 3.0
Location Gold Coast Campus
Language

Suchi Rao

Employee ID

Go To

Training and Development Home Employee Home
[Request Training Enrollment](#) Click to enrol in another course.
[Training Summary](#)
[Professional Training](#)

Go to – allows you to choose

- Request Training Enrolment if you need to enrol in further courses or sessions or
- View your Training Summary

Step 9 - My Training Summary

The Training Summary screen will provide you with internal training records and the status of that enrolment request.

Status types: Completed, Cancelled, Enrolled, Waitlisted (if the session is full). The status of “No Show” is used when a participant has not shown up to the course and has not provided the Training Administrator with any cancellation advice.

NOTE: not all training may show in your Training Summary as not all providers of training use this module to record their training activities or courses for example web or IT training.

Click on of the Header bar links (e.g. Course Start Date, Course Name) to sort the records in ascending or descending order.

Note: To see all your training records click **View all**

Training Summary					
Select the Internal Training Course Name to view Details.					
Internal Training					
Course Code	Course Name	Course Start Date	Course End Date	Status	
G04006	DET:Dvlp a Tchg Philosophy Sta	25/05/2017	25/05/2017	Enrolled	^
400271	Editing and Proof Reading	23/05/2017	23/05/2017	Sessn Wait	
500048	Lead & Managing 4 Result LMA	05/05/2016	06/10/2016	Completed	
HS0001	Annual Fire Safety Training	01/04/2016	30/04/2016	Completed	
HS0001	Annual Fire Safety Training	01/02/2015	28/02/2015	Completed	
HS0002	Health and Safety Induction	01/02/2015	28/02/2015	Completed	
HS0004	Manual Tasks/Office Ergonomics	01/02/2015	28/02/2015	Completed	
600010	Cultural Diversity Workshops	23/10/2013	23/10/2013	Completed	
500037	Leadership Dimenstions Program	01/05/2013	30/09/2013	Completed	
700020	On-line Annual Fire Safety	01/08/2012	31/08/2012	Completed	
700024	Advanced Health & Safety	01/03/2012	31/07/2012	Completed	
700024	Advanced Health & Safety	01/08/2010	31/08/2010	Completed	
700020	On-line Annual Fire Safety	01/07/2010	31/07/2010	Completed	
700020	On-line Annual Fire Safety	01/08/2009	01/08/2009	Completed	
100003	On the Move - Nathan	10/09/2008	10/09/2008	Completed	v
Other Professional Training					
Course Code	Course Name	Course Start Date	Course End Date	Status	Facility/School
Go To					
Professional Training					
Internal Training Enrollment					

Course Name: The Course Name shown in your My Training Summary page will display the Course Details which is also shown under the information icon when you enrolled in this course and usually gives a brief description of who the target audience is and a description of the course.

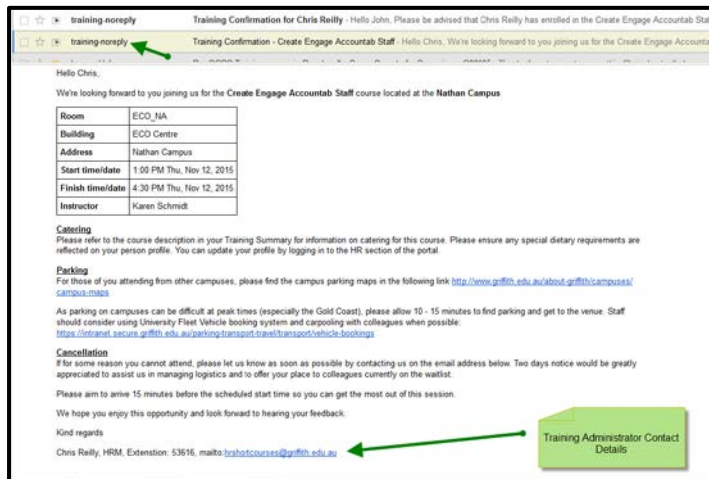
Note: If the course is full, your status would be waitlisted.

Step 10 - Confirmation Advice

The Training Administrator will confirm your enrolment details via either a:

- Training Confirmation or Training Reminder Emails (see example below) and/or
- Gmail Calendar Invitations

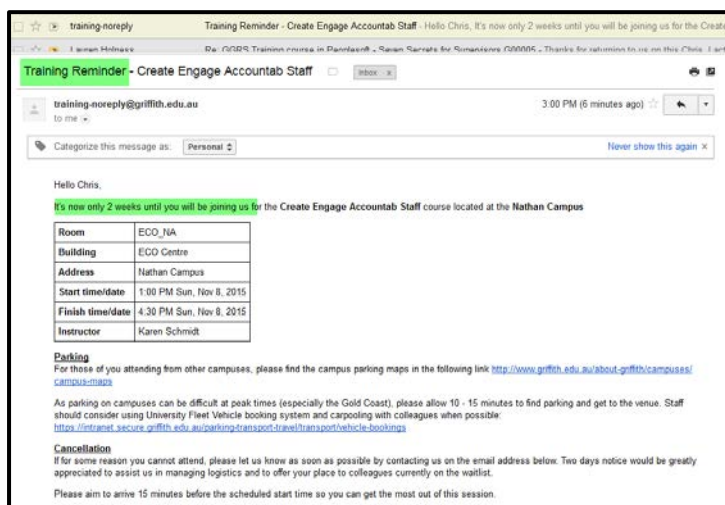
Notification of Training Confirmation will be sent to participants only if the enrolment has been entered more than two weeks prior to the course date.



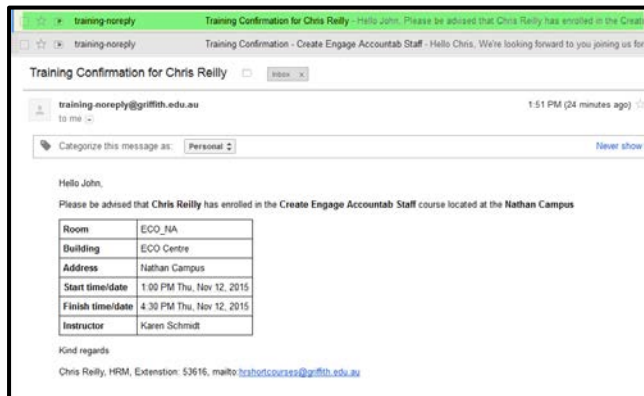
A reminder notification email will be sent to staff with an **enrolment status** two weeks prior and 2 days prior to the course date.

See example below. (If you have a waitlisted status you will only be contacted if a seat becomes available through a cancellation)

NOTE: If you have enrolled into a course less than two weeks to the course date you will receive a reminder email.



Your supervisor will also receive a notification email of your enrolment, see example below:



NOTE: If you enrol in a course with less than two weeks to the course date the supervisor will not receive notification of this enrolment or if the course is full and you are waitlisted.

Step 11 – Cancellation of Enrolment

If you are no longer available to attend the course or development activity please advise your Training Administrator preferably **two days** prior to the course of this change to your enrolment status by either:

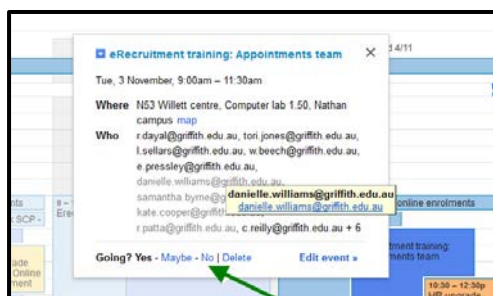
- Emailing them with your – Employee Id number, the Course code and date of course if more than one course advertised (Training Administrators contact details are listed on the Course Confirmation).

Or

- If you have received a Gmail calendar invitation you can change your response to “NO”. (see example below) Changing your response to No will automatically email the Training Administrator with a notification that you are declining the invitation to attend this activity/course.

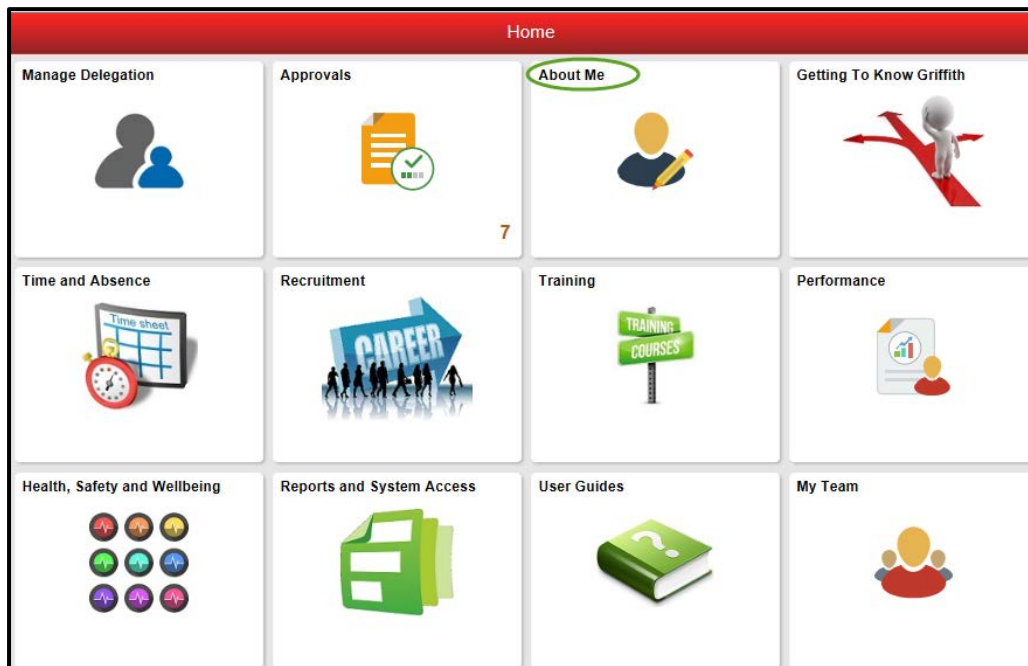
The Training Administrator will update your training records with a status of cancelled.

NOTE: By advising us of your cancellation we have the opportunity to offer a place to colleagues who are waitlisted for that course session.



Step 12 – My Special Diet requirements

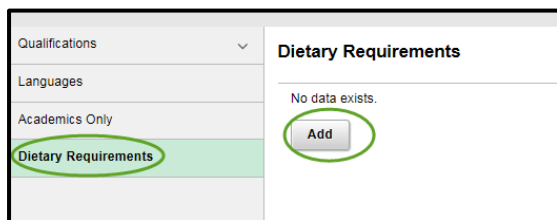
Navigate to the Personal Details menu and choose ‘About Me’ tile.



On the 'About Me' home page, click on 'My Profile' on the left hand side menu.



Choose **Dietary Requirement/s** menu bar and click on 'Add' to add one or more diet requirements.



Your entry will be date effective. You can delete an entry at any time.

To select the meal preference code click on the magnifying glass displayed on the right side of the field for 'Meal Preference'.

The following screen will open denoting the meal preferences. Select your meal preference by double clicking the desired row.

Content Item	Description
DF	DAIRY FREE
EGG	EGG ALLERGY
G/O	GLUTEN/DAIRY FREE
QF	GLUTEN FREE
HAL	HALAL
NUT	NUT ALLERGIES
SEAF	SEAFOOD ALLERGIES
VEG	VEGETARIAN
VG	VEGAN

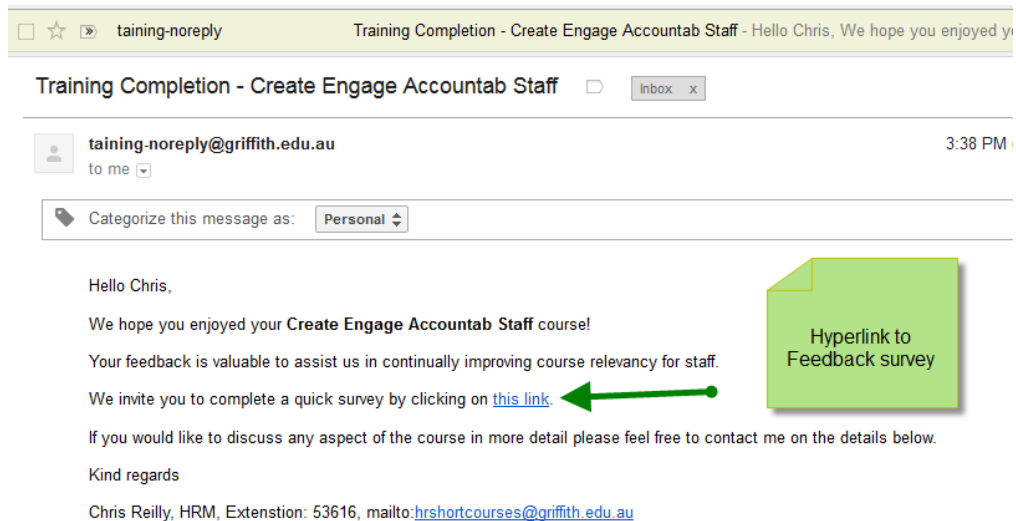
Your diet profile will now reflect in the Attendance Enrolment download for the Training Administrator to make appropriate catering arrangements if applicable for the course.

Step 13 - Course completion and feedback

Once the course has been completed and the Training Administrator has received the signed attendance sheet from the Facilitator the course status will be updated to complete.

This will trigger two processes

- 1) you will receive an email inviting you to provide feedback on the course by completing a quick survey (See example below)



- 2) Your Training Summary tile will show the course has now been completed.

Training					
Training Summary					
Select the Internal Training Course Name to view Details.					
Internal Training					
Course Code	Course Name	Course Start Date	Course End Date	Status	
500048	Lead & Managing 4 Result LMA	05/05/2016	06/10/2016	Completed	
HS0001	Annual Fire Safety Training	01/04/2016	30/04/2016	Completed	
HS0001	Annual Fire Safety Training	01/02/2015	28/02/2015	Completed	
HS0002	Health and Safety Induction	01/02/2015	28/02/2015	Completed	
HS0004	Manual Tasks/Office Ergonomics	01/02/2015	28/02/2015	Completed	
600010	Cultural Diversity Workshops	23/10/2013	23/10/2013	Completed	
500037	Leadership Dimenstions Program	01/05/2013	30/09/2013	Completed	
700020	On-line Annual Fire Safety	01/08/2012	31/08/2012	Completed	
700024	Advanced Health & Safety	01/03/2012	31/07/2012	Completed	
700024	Advanced Health & Safety	01/08/2010	31/08/2010	Completed	
700020	On-line Annual Fire Safety	01/07/2010	31/07/2010	Completed	

FURTHER SUPPORT

All technical problems regarding PeopleSoft should be directed to the Enterprise Information Systems (EIS) Assist Helpline on extension 55544 or through the [EIS support website](#).

HE9.2 training enquiries should be directed to the Senior HR Adviser (Staff Engagement) on extension 53616 or email hrshortcourses@griffith.edu.au

Further information

Email: hrservices@griffith.edu.au

Phone: 373 54011